

FULL-TIME POSITION
BUSINESS SERVICES ASSISTANT
Juneau County Health Department

Juneau County Health Department has a full-time Business Services Assistant opening effective immediately. The individual that will excel in this position needs to be able to organize, administer, and lead a comprehensive office and budget program. Knowledge of business management principles and practices as they pertain to personnel, accounting, office management, procurement, and budgeting controls is a necessity. This position must demonstrate extensive knowledge of departmental programs, operations, and policy with respect to general functions performed. A high standard of accuracy is expected despite the large volume of work.

Further job requirements, description and applications are available at www.co.juneau.wi.gov.
Application deadline is September 11th, 2020 at noon to tkleifgen@co.juneau.wi.us.

An Equal Opportunity Employer.